

# EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE (EEOAC)

March 23, 2000

Prepared by: Judy Yee

Final - May 4, 2000

## Members Present

Joe Guerrero  
Jeff Hageman (El Monte)  
Yusuf Ibrahim  
Chuck Owens  
Judy Yee  
Stephanie Hernandez  
Kathy Hallett

## Guests Present

Janel Hernandez

The meeting was called to order at 1:45 p.m. at 2014 Capitol Avenue, 1<sup>st</sup> Floor, Sacramento. The meeting was teleconferenced to El Monte.

## **APPROVAL OF MINUTES**

The committee approved the minutes of the February 18, 1999 meeting and August 18, 1999 meeting with changes from Gayle Yost. The committee approved the minutes of the November 3, 1999 meeting.

Changes were received from Gayle Yost on the January 20, 2000 meeting minutes prepared by Rita Kisse. Changes were received from Kathy Hallett and Joe Guerrero on the February 16, 2000 meeting minutes prepared by Stephanie Hernandez. These minutes will be considered at the next meeting.

## **COMMITTEE REPORTS**

### **EQUAL EMPLOYMENT OPPORTUNITY**

Stephanie Hernandez reported that there is a recruitment tour of seven campuses (Pomona, Cal Poly SLO, UC Riverside, UC Santa Barbara, UC Davis, UC Berkeley and UCLA) was scheduled for April 3 -10, 2000, with managers from each division. Once a March 31<sup>st</sup> report is received from State Personnel Board, goals and time tables will be set up for underrepresented groups in Air Pollution Specialist and Field Representatives, geared towards categories or majors.

### **DISABILITY ADVISORY COMMITTEE**

Stephanie Hernandez has information from a state newsletter with the SDAC update. There are LEAP lists available including information systems analyst, programmer 1, SSS auditor, computer operator, research analyst, and word processing technician. Managers will automatically get LEAP and other lists.

## **EEOAC PROJECTS**

### **CAT Articles**

Yusuf Ibrahim reported that articles are still needed from Kathy Hallet, Rita Kisse and Stephanie Hernandez

### **Career Decision Making**

Yusuf Ibrahim proposed a tentative title of "Maintaining Professionalism in the Workplace" for the next workshop. Yusuf invited Janel Hernandez, ARB's Quality Coordinator, to help brainstorm ideas for the next seminar. One format discussed would have attendees "rotating" through tables and participating in an interactive exercise or discussion on a different topic at each table. Janel said that such a format could be very effective and offered the use of some of her resource materials. A list of possible topics was developed that included effective meetings, conflict styles, etiquette for answering telephones and email, team player style, personality types, how to treat your internal customer, networking with other departments, recognizing the good work of others, dressing for success, effective use of time, effective listening and communication, cultural diversity, assertiveness training and stress management. Janel suggested that we work on an objective statement for the workshop so that attendees will know what to expect. The proposed workshop dates are June 15 in Sacramento and June 21 in El Monte.

## **NEW BUSINESS**

**Proposed 2000 Project** - tabled

**Revised EEOAC Handbook** - tabled

### **Bring Your Child to Work Day**

Stephanie Hernandez stated that it will be held the same day as the Clean Air Transportation Fair on May 11 in Caesar Chavez Park. A popular chemistry demonstration by Eric Walton is planned. Jeff Hageman reported that El Monte staff will pass this year on the event.

### **Annual Accountability Letter**

Joe Guerrero reported that the final letter was transmitted to Mike Schieble through Gayle Yost. No response has been received yet regarding posting the letter on the Intranet; Stephanie Hernandez will check with Gayle.

## **NEXT MEETING**

An additional meeting on the Career Decision Making Seminar is scheduled for April 6, 2000 from 1:30 to 2:30 PM. Email objective statements to Yusuf Ibrahim.

The next regular meeting is April 18, 2000, Tuesday at 9:30-11:30 AM.

The meeting was adjourned at approximately 3:30 PM